



Learn About Your Library's Depository Operation and Services

Locate the library's mission, vision, goals, and strategic planning documents so that you know how the depository operation fits into your institution's setting. In addition, locate any library annual reports, statistical records, or other documentation in your library that provide information about the depository operation. These resources may be located in your library's administrative offices and archives.

Identify policies and procedures

GPO encourages each depository library to have and disseminate policies and procedures, as appropriate, through their Web site, to advise library users on what level of service to expect. Written policies and procedures covering the depository operation may be specific to the depository or part of larger library-wide policies or procedures. Many of the separate depository or library policy and procedures listed below may be incorporated into one or more larger depository or library policy or procedures documents as well.

Policies and procedures that should be in place at your library

- * Access policy
- * Collection development policy
- * Technical services processing manual (incl. cataloging)
- * Collection maintenance policy or procedures (incl. binding and publication replacement)
- * Internet use policy
- * Public service guidelines for government information in electronic formats

Other policies useful to the depository operation



- * State plan
- * Conduct or user behavior policy
- * Preservation policy
- * Disaster recovery policy
- * Circulation policy
- * Reference or public services policy
- * Promotion policy

Depository personnel are encouraged to review non-depository library policies and procedures to ensure that the information therein is in accordance with FDLP rules and the library's depository policy and procedures. Stay up-to-date with information in the FDLP about library policies through the FDLP Desktop, FDLP-L, and discussion lists. Sample policies may be found in the non-GPO resource [ALA Government Documents Round Table Government Information Clearinghouse and Handout Exchange](#).

Locate the following documents about the depository



- * Inspection Reports, Self-Study submission and Self-Study Evaluation report (if applicable), and a Public Access Assessment report (if applicable)
- * Depository's designation paperwork
- * Copies of Biennial Survey of a Federal Depository Library submissions
- * Selective housing site agreements, if any
- * Other official Memorandum of Understanding (e.g., official Partnership documentation), if any

If you are unable to locate the information listed above, send a message to [askGPO](#), and copies will be made from the information available in your library's permanent file at GPO and sent to you.

Evaluate the depository operation and services in your library

Review the library's Web pages to see how the library identifies itself as a resource center and location of research expertise in U.S. Government information. Consider the non-GPO [ALA GODORT Web site template](#) if you plan to create a new depository Web presence. [FDLP graphics](#) are available for your use.

Review all of the gathered documentation to determine whether the depository operation is in compliance with the FDLP legal and program requirements concerning bibliographic control, public service, etc. Identify any documentation that should be updated.

Consider all aspects of the depository operation and services when reviewing the current status in the library. For example, consider:

- * Who among the library's personnel works with the depository operations?
- * How do technical, public, and access services personnel work with depository resources and patrons?
- * Who provides technical support?
- * Who in the library has purchasing power?
- * Is there a department budget for purchasing supplementary commercial reference tools, computer equipment, replacements for lost/damaged materials, travel/training, etc.?

With this knowledge, communicate regularly with your library's administration about the depository operation and services.

Next [Visibility of the Collection and Promotional Efforts](#)